

Office of the Secretary of the Treasury

indicate the change, the authority for the action, the date of the action, and the identity of the person taking the action. Earlier classification markings shall be cancelled or otherwise obliterated when practicable. See also §2.7(h).

§2.17 Systematic review for declassification [3.3].

(a) *Permanent Records.* Systematic review is applicable only to those classified records and presidential papers or records that the Archivist of the United States, acting under the Federal Records Act, has determined to be of sufficient historical or other value to warrant permanent retention.

(b) *Non-Permanent Classified Records.* Non-permanent classified records shall be disposed of in accordance with schedules approved by the Administrator of General Services under the Records Disposal Act. These schedules shall provide for the continued retention of records subject to an ongoing mandatory declassification review request.

(c) *Systematic Declassification Review Guidelines [3.3(a)].* As appropriate, guidelines for systematic declassification review shall be issued by the Assistant Secretary (Management) in consultation with the Archivist of the United States, the Director of the Information Security Oversight Office and Department officials, to assist the Archivist in the conduct of systematic reviews. Such guidelines shall be reviewed and updated at least every five years unless earlier review is requested by the Archivist.

(d) *Foreign Government Systematic Declassification Review Guidelines [3.3(a)].* As appropriate, guidelines for systematic declassification review of foreign government information shall be issued by the Assistant Secretary (Management) in consultation with the Archivist of the United States, the Director of the Information Security Oversight Office, Department officials and other agencies having declassification authority over the information. These guidelines shall be reviewed and updated every five years unless earlier review is requested by the Archivist.

(e) *Special Procedures.* The Department shall be bound by the special procedures for systematic review of classi-

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fied cryptologic records and classified records pertaining to intelligence activities (including special activities), or intelligence sources or methods issued by the Secretary of Defense and the Director of Central Intelligence, respectively.

§2.18 Mandatory declassification review [3.4].

(a) Except as provided by section 3.4 (b) of the Order, all information classified by the Department under the Order or any predecessor Executive Order shall be subject to declassification review by the Department, if:

(1) The request is made by a United States citizen or permanent resident alien, a Federal agency, or a state or local government;

(2) The request describes the document or material containing the information with sufficient specificity to enable the Department to locate it with a reasonable amount of effort; and

(3) The requester provides substantial proof as to his or her United States citizenship or status as a permanent resident alien, e.g., a copy of a birth certificate, a certificate of naturalization, official passport or some other means of identity which sufficiently describes the requester's status. A permanent resident alien is any individual, who is not a citizen or national of the United States, who has been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed. Permanent means a relationship of continuing or lasting nature, as distinguished from temporary, but a relationship may be permanent even though it is one that may be dissolved eventually at the instance either of the United States or of the individual, in accordance with law.

(b) *Processing—(1) Initial Requests for Classified Records Originated by the Department.* Requests for mandatory declassification review shall be directed to the Departmental Office of Security, 1500 Pennsylvania Avenue, NW., Washington, DC 20220. Upon receipt of each request for declassification, pursuant to section 3.4 of the Order, the following procedures shall apply: